

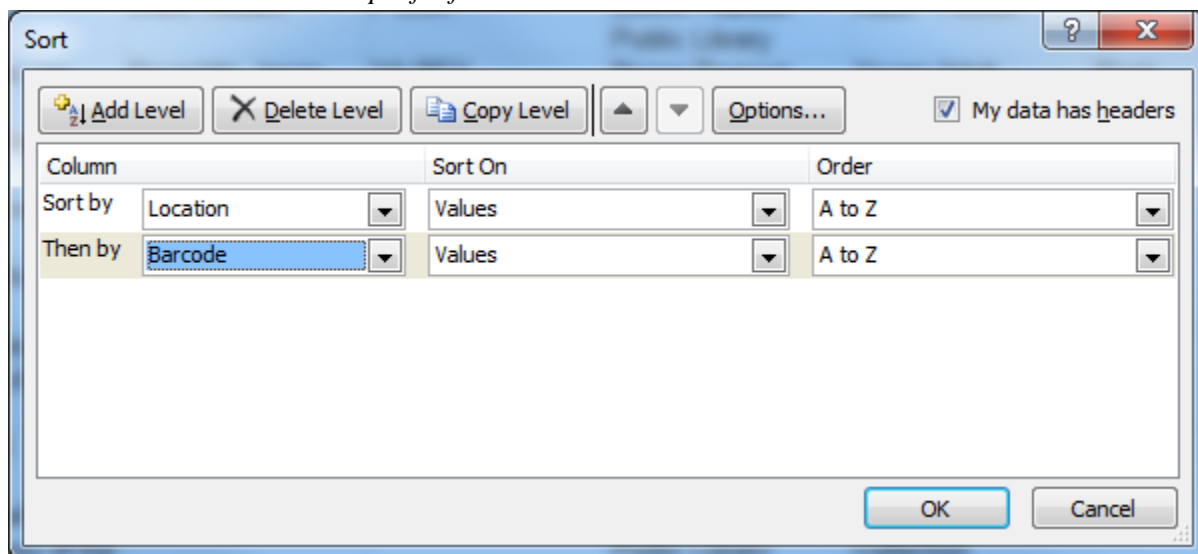
Working with the New Item Activity Report in Excel

- Once your report is open in Excel, you will need to sort the data to determine by barcode the number of items added regionally and locally. You will also need this information filtered to determine the number added by Material Type.

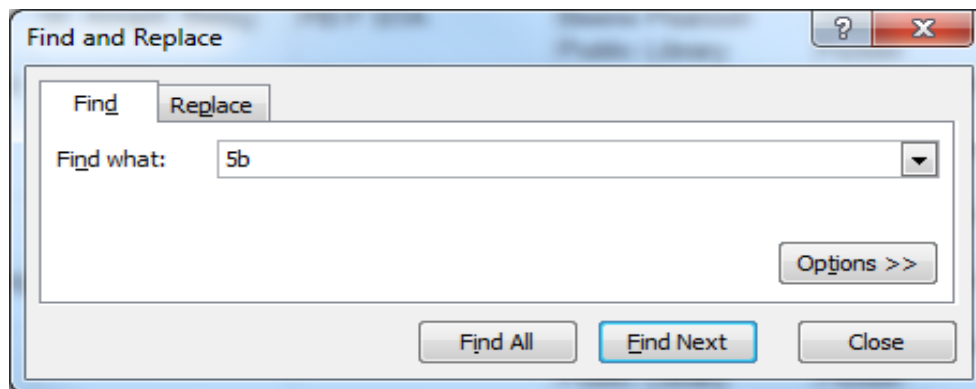
NEW_ITEMS_4/26/2017_150627_921483 [Read-Only] [Compatibility Mode]									
	A	B	C	D	E	F	G	H	I
	New Items	RUN DATE: 04/26/2017	For Location: May Justus Memorial Library; ORDER BY Added Order; Start Date: 07/01/2016; Stop Date: 04/26/2017						
1									
2	Date	Barcode	Title	Author	Call Number	Location	Collection	Material Type	Cost
3	07/06/2016	3MAYJ10002307	P. S. I love you RED DOT [videorecording]	Morgan, Jeffrey Dean.	DVD PSI	May Justus Memorial Library	DVD Area - DVD Collection	DVD	10.00
4	07/06/2016	3MAYJ10002306	Stephen King's Storm of the Century: Includes 6 Bonus Movies [Videorecording]		DVD STE	May Justus Memorial Library	DVD Area - DVD Collection	DVD	10.00
5	07/06/2016	3MAYJ10002302	The river king [videorecording]	Willing, Nick.	DVD RIV	May Justus Memorial Library	DVD Area - DVD Collection	DVD	10.00
6	07/06/2016	3MAYJ10002298	Hitchcock [videorecording]	Gervasi, Sacha.	DVD HIT	May Justus Memorial Library	DVD Area - DVD Collection	DVD	10.00
7	07/06/2016	3MAYJ10002294	The list [videorecording]	Downes, Kevin.	DVD LIS	May Justus Memorial Library	DVD Area - DVD Collection	DVD	10.00
8	07/06/2016	3MAYJ10002293	Lost in space [videorecording]	Oldman, Gary.	DVD LOS	May Justus Memorial Library	DVD Area - DVD Collection	DVD	10.00
9	07/06/2016	3MAYJ10002297	The Lucy show [videodisc]	Ball, Lucille.	DVD LUC	May Justus Memorial Library	DVD Area - DVD Collection	DVD	10.00
10	07/06/2016	3MAYJ10002301	Rain man [videorecording]	Levinson, Barry.	DVD RAI	May Justus Memorial Library	DVD Area - DVD Collection	DVD	20.00
11	07/06/2016	3MAYJ10002305	Moscow on the Hudson [videorecording]	Mazursky, Paul.	DVD MOS	May Justus Memorial Library	DVD Area - DVD Collection	DVD	10.00
12	07/06/2016	3MAYJ10002309	Elysium [videodisc]	Blomkamp, Neill.	DVD ELY	May Justus Memorial Library	DVD Area - DVD Collection	DVD	10.00
13	07/06/2016	3MAYJ10002313	Promised land	Van Sant, Gus.	DVD PRO	May Justus Memorial Library	DVD Area - DVD Collection	DVD	10.00
14	07/07/2016	3MAYJ10002317	Man on fire [videorecording]	Foster, Lucas.	DVD MAN	May Justus Memorial Library	DVD Area - DVD Collection	DVD	10.00
15	07/13/2016	3MAYJ10002321	The pursuit : a Fox and O'Hare novel	Evanovich, Janet.	F EVA	May Justus Memorial Library	Adult - Fiction	Book	28.00
16	07/13/2016	3MAYJ10002310	Dishonorable intentions	Woods, Stuart.	F WOO	May Justus Memorial Library	Adult - Fiction	Book	28.00
17	07/13/2016	3MAYJ10002314	Angel lane	Roberts, Sheila.	F ROB	May Justus Memorial Library	Adult - Fiction	Book	13.99

- The first step is to highlight Row 1 and right click to delete the entire row. This is only a report title and the cells get in the way and cause added confusion.
- At the top right of the Ribbon, use the Sort and Filter button. Choose Custom Sort. Sort the data in your sheet in the following order: 1. Location, 2. Barcode. If you are a single library you may leave out the sort by Location and simply sort by Barcode. However, if you are a consortium in Verso, you must FIRST sort by Location to keep your libraries holdings grouped together.

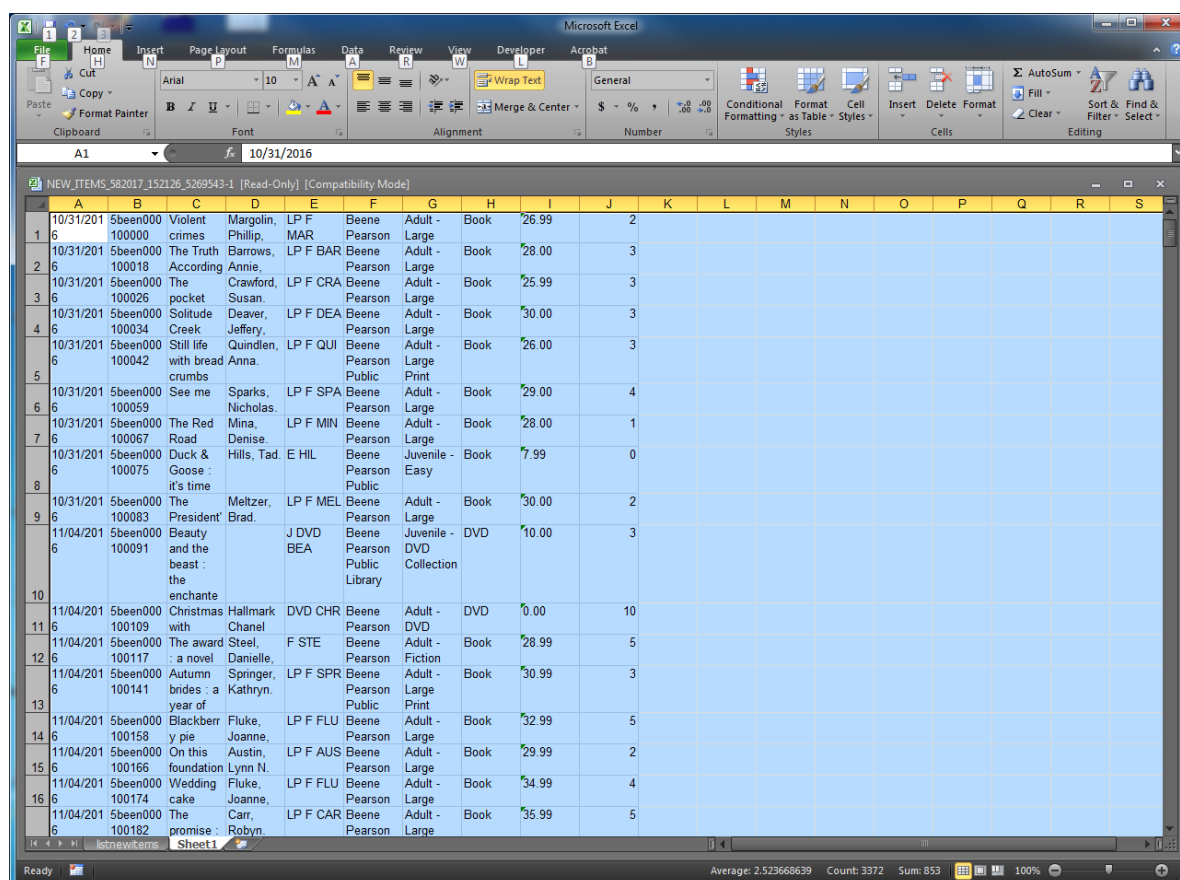
Note the "Add Level Button at top left of Sort box



- Use Ctrl-F to Find your Regional barcodes. Think of you library's barcode numbering scheme as it is different for each library. If 5 denotes a regionally owned item, try entering the first few numbers. If you are a consortium, enter the first few numbers/letters you use in your barcodes. Press "Find Next." This should bring you to the first cell separating your locally owned barcodes from your regionally owned barcodes.



5. Beginning with this first line of regionally owned barcodes, click to highlight and drag all the way to the end of the sheet. Then, use the Cut function at the top left of the Ribbon.
6. At the bottom of your screen click the new sheet icon to open a new sheet. This looks like a sheet of paper with an orange sunburst and is located next to the name of your open sheet.



Note that there are now 2 sheets--one named "listnewitems" and and called "Sheet 1"

7. With the first cell highlighted, Paste your cut portion into the new sheet using the Paste button at the left top of the Ribbon.
8. Go back to your first sheet "listnewitems" and click anywhere in the sheet to deselect.
9. Highlight Column H Material Type and click Sort and Filter
10. Filter the Selection A-Z by clicking on the arrow next to Material Type in the column.
11. Now, at the top right corner in between Column A and Row 1, click the downward facing triangle to select the full page.
12. At the top of the Ribbon, choose the Data Tab.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	10/31/201	5been000100000	Violent crimes	Margolin, Phillip	LP F MAR	Beene Pearson	Adult - Large	Book	26.99	2									
2	10/31/201	5been000100018	The Truth According to Annie	Barrows, LP F BAR	Beene Pearson	Adult - Large	Book	28.00	3										
3	10/31/201	5been000100026	The pocket Solitude	Crawford, Susan	LP F CRA	Beene Pearson	Adult - Large	Book	25.99	3									
4	10/31/201	5been000100034	Creek Solitude	Deaver, Jeffery	LP F DEA	Beene Pearson	Adult - Large	Book	30.00	3									
5	10/31/201	5been000100042	Still life with bread crumbs	Quindlen, Anna	LP F QUI	Beene Pearson	Adult - Large	Book	26.00	3									
6	10/31/201	5been000100059	See me	Sparks, Nicholas	LP F SPA	Beene Pearson	Adult - Large	Book	29.00	4									
7	10/31/201	5been000100067	The Red Road	Mina, Denise	LP F MIN	Beene Pearson	Adult - Large	Book	28.00	1									
8	10/31/201	5been000100075	Duck & Goose : it's time	Hills, Tad	E HIL	Beene Pearson	Juvenile - Easy	Book	7.99	0									
9	10/31/201	5been000100083	The President's award	Meltzer, Brad	LP F MEL	Beene Pearson	Adult - Large	Book	30.00	2									
10	11/04/201	5been000100117	The award : a novel	Steel, Danielle	F STE	Beene Pearson	Adult - Fiction	Book	28.99	5									
11	11/04/201	5been000100141	Autumn brides : a year of weddings novella collection	Springer, Kathryn	LP F SPR	Beene Pearson	Adult - Large	Book	30.99	3									
12	11/04/201	5been000100158	Blackberry pie murder [large print]	Fluke, Joanne	LP F FLU	Beene Pearson	Adult - Large	Book	32.99	5									
13	11/04/201	5been000100166	On this foundation	Austin, Lynn N.	LP F AUS	Beene Pearson	Adult - Large	Book	29.99	2									
	11/04/201	5been000100175	Wedding	Fluke, Joanne	LP F FLU	Beene Pearson	Adult - Large	Book	34.99	4									

13. To the right on the Ribbon, choose the “Subtotal” button

14. In the Subtotal Dialogue box do the following and then click OK:

Subtotal

At each change in:
Material Type

Use function:
Count

Add subtotal to:
☐ Call Number
☐ Location
☐ Collection
☒ Material Type
☐ Cost
☐ Times Circulated

☒ Replace current subtotals
☐ Page break between groups
☒ Summary below data

Remove All OK Cancel

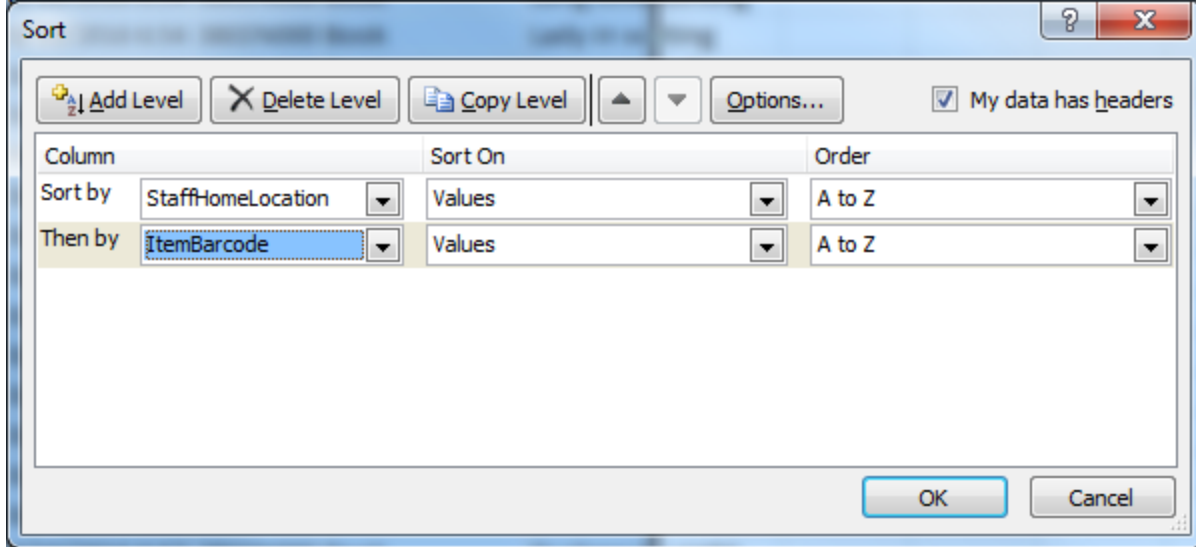
15. Now to the far left of your sheet you will see grayed columns numbered 1, 2 3. Choose Column 2.

1	A	B	C	D	E	F	G	H	I	J
1	Date	Barcode	Title	Author	Call Number	Location	Collection	Material Type	Cost	Times Circulated
1123							Book Count		1121	
1137							Book on CD Count		13	
1139							Cassette Count		1	
1517							DVD Count		377	
1548							Videocassette Count		30	
1549										
1550										
1551										
1552										
1553										
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1555										
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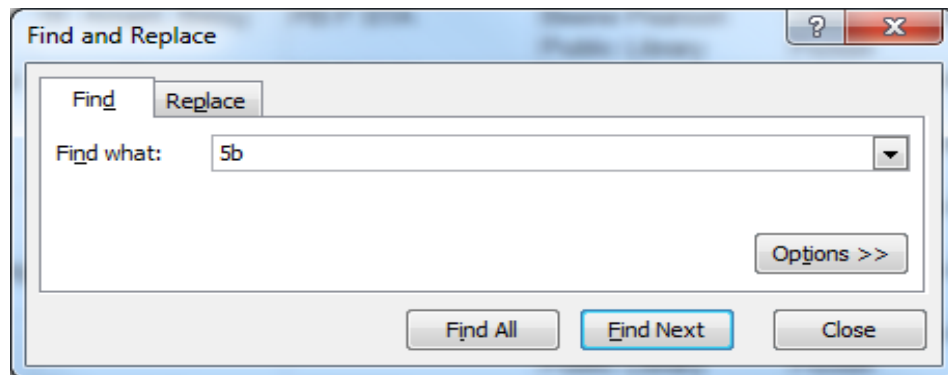
16. Choosing Column 2 on the far left shows you a breakdown of the count for each material type under your locally owned barcodes.
17. Now, click on the Sheet 1 you previously created to separate your regionally owned barcodes and follow Steps 9-16 to get the same count for your regionally owned items. In order to properly sort the data on this new sheet, you will need to copy and paste the column headings from the first sheet. If you skip this step, Excel will not know how to sort, filter or group your data for subtotaling.

Working with the Delete Item Report in Excel

1. Once your report is open in Excel, you will need to sort the data to determine by barcode the number of items deleted regionally and locally. You will also need this information filtered to determine the number deleted by Material Type.
2. The steps for this procedure are essentially the same as for the New Item Activity Report shown above.
3. At the top right of the Ribbon, use the Sort and Filter button. Choose Custom Sort. Sort the data in your sheet in the following order: 1. StaffHomeLocation, 2. ItemBarcode. If you are a single library you may leave out the sort by Location and simply sort by Barcode. However, if you are a consortium in Verso, you must FIRST sort by Location to keep your libraries holdings grouped together.



4. Use Ctrl-F to Find your Regional barcodes. Think of you library's barcode numbering scheme as it is different for each library. If 5 denotes a regionally owned item, try entering the first few numbers. If you are a consortium, enter the first few numbers/letters you use in your barcodes. Press "Find Next." This should bring you to the first cell separating your locally owned barcodes from your regionally owned barcodes.



5. Beginning with this first line of regionally owned barcodes, click to highlight and drag all the way to the end of the sheet. Then, use the Cut function at the top left of the Ribbon.
6. At the bottom of your screen click the new sheet icon to open a new sheet. This looks like a sheet of paper with an orange sunburst and is located next to the name of your open sheet.
7. With the first cell highlighted, Paste your cut portion into the new sheet using the Paste button at the left top of the Ribbon.
8. Go back to your first sheet "CATALOGTRANSAUDITREPORT REPORT" and click anywhere in the sheet to deselect.
9. Select the First Row of the sheet, right click and delete Row 1. This is only a title and gets in the way of the following step.
10. Highlight Column H Material Type and click Sort and Filter
11. Filter the Selection A-Z by clicking on the arrow next to Material Type in the column. If asked, choose not to expand the section--only sort the selection.
12. Now, at the top right corner in between Column A and Row 1, click the downward facing triangle to select the full page.
13. At the top of the Ribbon, choose the Data Tab.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	StaffHomeLocation	TransactionType	TransactionDate	ItemBarcode	MaterialType	Title										
2	Acctary - Beechlethor	11/200000	4/11/2017 13:41	111200000	Book	me the night										
3	Acctary - Beechlethor	12/200000	2/24/2017 11:41	621700000	Book	spartan (Blu-ray)										
4	Acctary - Beechlethor	12/200000	12/24/2017 12:51	621700001	Book	set of the apes										
5	Acctary - Beechlethor	12/200000	5/24/2017 8:33	622800002	Book	Stoker's Dredgale										
6	Acctary - Beechlethor	12/200000	12/9/2016 13:36	EN0000000	Book	of the gone goose.										
7	Acctary - Beechlethor	12/200000	12/9/2016 13:36	EN0000000	Book	ise at World's End.										
8	Acctary - Beechlethor	12/200000	11/8/2016 12:57	EN0000000	Book	is of railroad and railroad men										
9	Acctary - Beechlethor	12/200000	11/8/2016 12:57	EN0000000	Book	ord - stories of wartime spies										
10	Acctary - Beechlethor	12/200000	11/8/2016 12:58	EN0000000	Book	brave soldier dog										
11	Acctary - Beechlethor	12/200000	1/29/2017 11:24	EN0000001	Book	rarest Saint Bernard.										
12	Acctary - Beechlethor	12/200000	1/29/2017 11:25	EN0000001	Book	ry of the earthen cat										
13	Acctary - Beechlethor	12/200000	3/28/2017 9:28	EN0000001	Book	s from the darkness.										
14	Acctary - Beechlethor	12/200000	12/19/2015 7:40	EN0000001	Book	shipshape shoehop.										
15	Acctary - Beechlethor	12/200000	2/28/2017 6:55	EN0000001	Book	Dolphins / (text (large print))										
16	Acctary - Beechlethor	12/200000	1/29/2017 13:46	EN0000001	Book	Uncle Albert / (text (large print))										
17	Acctary - Beechlethor	12/200000	2/28/2017 6:55	EN0000002	Book	iron cage										
18	Acctary - Beechlethor	12/200000	11/22/2015 8:22	EN0000004	Book	ig Jim Henson's Sesame Street Muppets										
19	Acctary - Beechlethor	12/200000	11/22/2015 8:23	EN0000004	Book	lbert's story										
20	Acctary - Beechlethor	12/200000	1/24/2017 11:17	EN0000006	Book	e regulators										
21	Acctary - Beechlethor	12/200000	1/4/2017 9:47	EN0000007	Book	st / (text (large print))										
22	Acctary - Beechlethor	12/200000	3/78/2017 9:20	EN0000007	Book	akes & volcanoes										
23	Acctary - Beechlethor	12/200000	11/9/2016 12:05	EN0000007	Book	ng animal senses										
24	Acctary - Beechlethor	12/200000	11/8/2016 11:06	EN0000007	Book	ay of wrath										
25	Acctary - Beechlethor	12/200000	8/7/2016 13:52	EN0000007	Book	America's best state fair recipes										
26	Acctary - Beechlethor	12/200000	10/19/2016 11:22	EN0000007	Book	my grandmother's story										
27	Acctary - Beechlethor	12/200000	3/78/2017 9:51	EN0000012	Book	w/ Sublette rockbook										
28	Acctary - Beechlethor	12/200000	1/2/2017 11:46	EN0000012	Book	ful hints & treasury of country lore and wisdom										
29	Acctary - Beechlethor	12/200000	2/14/2017 8:24	EN0000014	Book	ea : a novel										
30	Acctary - Beechlethor	12/200000	11/8/2016 12:05	EN0000014	Book	ope : one ferocious story										
31	Acctary - Beechlethor	12/200000	12/13/2016 10:31	EN0000014	Book	tions and reflections on 42 years of railroad										
32	Acctary - Beechlethor	12/200000	11/22/2015 8:36	EN0000015	Book	without feeling frustrated, left out, or wicked										
33	Acctary - Beechlethor	12/200000	3/27/2017 11:40	EN0000015	Book	tra's daughter										

14. Click Subtotal at the top right of the Ribbon and match the following and click OK:

Subtotal

At each change in:
MaterialType

Use function:
Count

Add subtotal to:
☐ StaffHomeLocation
☐ TransactionType
☐ TransactionDate
☐ ItemBarcode
☒ MaterialType
☐ Title

☒ Replace current subtotals
☒ Page break between groups
☒ Summary below data

Remove All OK Cancel

15. Now to the far left of your sheet you will see grayed columns numbered 1, 2 3. Choose Column 2.

Staff	Barcode	Transaction Date	Material Type	Title
1116			Book Count	1114
1119			Book with cassette	2
1126			Cassette Count	6
1210			DVD Count	83
1212			Music CD Count	1
1254			Videocassette Count	41

17. Choosing Column 2 on the far left shows you a breakdown of the count for each material type under your locally owned barcodes.
18. Now, click on the Sheet 1 you previously created to separate your regionally owned barcodes and follow Steps 9-16 to get the same count for your regionally owned items. In order to properly sort the data on this new sheet, you will need to copy and paste the column headings from the first sheet. If you skip this step, Excel will not know how to sort, filter or group your data for subtotaling.

Working with the Statistics > Patron Statistics > Patron Category in Excel

Before running this report, run Expired Patrons Maintenance report and delete expired patrons based on your library's policy. If your library does not have a policy, 3 years is the recommended expiration date. See the Verso Patron Report handout for details on running this report.

After running **the Statistics > Patron Statistics > Patron Category** report, open it in Excel. Add up all the totals for the adult categories and then for the juvenile categories, making sure every category is counted in one of the two totals for your library.

Ideally, each library should have just two categories -- adult and juvenile. Then make as many Groups as you wish for your needs. But many libraries have lots of categories, so just decide which ones are adult and which are juvenile for this statistic. Note those with 'not defined' as the home location and fix those.

Working with Circ Activity by Item Location report in Excel

Circ Activity by Item Location Report March 2017 -- or by year						
Your Public Library						
Library ID	Name	Item Location	Checkin	Renewal	Checkin	Shelved
YOUR LIBRARY CODE						
not defined						
Your Public Library			0	4	0	4
Children's Section - Easy			0	4	0	4
Subtotal						
First Library in Consortium						
First Library in Consortium						
Adult - Audiobooks	57	10	40	1	526	
Adult - DVD Collection	171	68	171	0	410	
Adult - Fiction	328	140	340	11	828	
Adult - Large Print Fiction	87	13	75	2	157	
Adult - Large Print Non-Fiction 300-999	0	2	1	0	4	
Adult - Non-Fiction 300-999	87	83	97	0	256	
Juvenile - Audiobooks	4	2	2	0	8	
Juvenile - Fiction	80	37	74	4	205	
Juvenile - DVD Collection	80	13	60	0	154	
Juvenile - Non-Fiction 300-999	151	50	140	12	363	
Young Adult - Fiction	58	22	75	1	156	
Second Library in Consortium						
Adult - Fiction	0	27	0	0	27	
Juvenile - Fiction	0	22	0	0	22	
Juvenile - Non-Fiction	0	28	0	0	28	
Media Section - DVD Collection	0	18	0	0	18	
Third Library in Consortium						
Adult - Audiobooks	0	1	0	0	1	
Adult - Fiction	0	14	0	0	14	
Young Adult - Fiction	0	1	0	0	1	
Subtotal						
Second Library in Consortium						
First Library in Consortium						
Adult - DVD Collection	0	12	0	0	12	
Adult - Fiction	0	20	0	0	20	
Adult - Non-Fiction 300-999	1	10	1	0	12	
Juvenile - Fiction	0	8	0	0	8	
Juvenile - Non-Fiction 300-999	0	7	0	0	7	
Young Adult - Fiction	0	4	0	0	4	
Second Library in Consortium						
Adult - Fiction	436	187	420	400	1443	
Adult - Large Print Fiction	142	48	151	100	514	
Adult - Non-Fiction	180	88	177	240	712	
Media Section - DVD Collection	30	11	17	30	88	

Circ Activity by Item Location Report March 2017 -- or by year				
Your Public Library				
Library ID	Name	Item Location	Checkin	Renewal
YOUR LIBRARY CODE				
not defined				
Your Public Library				
Children's Section - Easy			0	4
Subtotal			0	4
First Library in Consortium				
First Library in Consortium				
Adult - Audiobooks		57	10	
Adult - DVD Collection		171	68	
Adult - Fiction		328	140	
Adult - Large Print Fiction		87	13	
Adult - Large Print Non-Fiction 300-999		0	2	
Adult - Non-Fiction 300-999		87	83	
Juvenile - Audiobooks		4	2	
Juvenile - Fiction		80	37	
Juvenile - DVD Collection		80	13	
Juvenile - Non-Fiction 300-999		151	50	
Young Adult - Fiction		58	22	
Second Library in Consortium				
Adult - Fiction		0	27	
Juvenile - Fiction		0	22	
Juvenile - Non-Fiction		0	28	
Media Section - DVD Collection		0	18	
Third Library in Consortium				
Adult - Audiobooks		0	1	
Adult - Fiction		0	14	
Young Adult - Fiction		0	1	
Subtotal			1061	787
Second Library in Consortium				
First Library in Consortium				
Adult - DVD Collection		0	12	
Adult - Fiction		0	20	
Adult - Non-Fiction 300-999		1	10	
Juvenile - Fiction		0	8	
Juvenile - Non-Fiction 300-999		0	7	
Young Adult - Fiction		0	4	
Second Library in Consortium				
Adult - Fiction		436	187	
Adult - Large Print Fiction		142	48	
Adult - Non-Fiction		180	88	
Media Section - DVD Collection		30	11	

Note any "not defined" items that need to be fixed at another time.

Highlight The Checkin, Shelved, and Total columns and DELETE them using the DELETE icon in the "Cells" box on the Ribbon.. We only count Checkouts and Renewals for the Annual Circulation Statistics. Add all the Adult items, then all the Juvenile items, making sure everything is counted in one of these two categories.

If you are in a VERSO consortium of independent libraries, count all the items under your subtotal no matter what the Item Location says -- this circulation activity happened at your library.

Include all formats - physical + READS + other electronic items that must be returned. DO NOT include electronic resources that patrons keep (i.e. TEL). Put those numbers in 8.10.

READS stats are available in the Data Collection LibGuide, at tsla.libguides.com/datacollection.

Expired Patrons

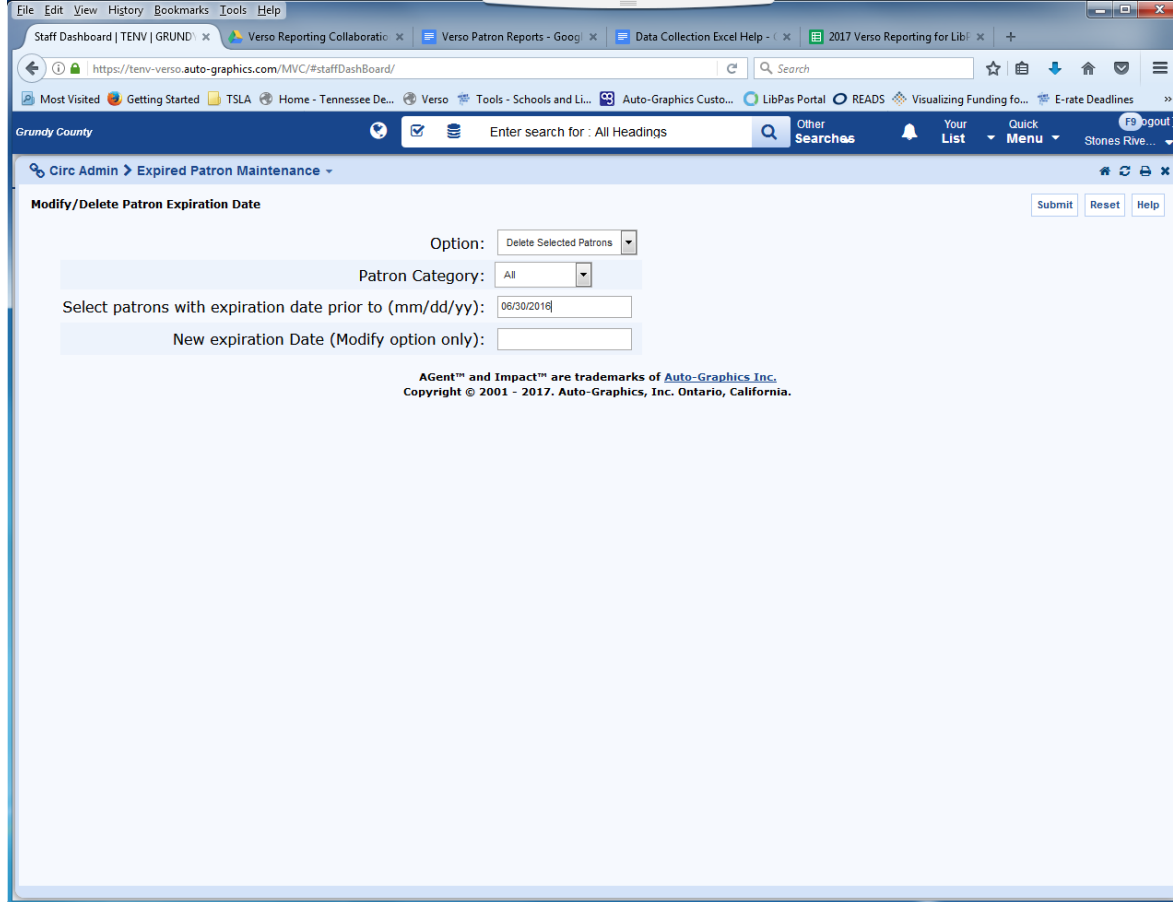
To see a list of expired patrons, follow these steps.

Circ Reports→Run Reports→under Patron Reports, choose Category→Set Cutoff Date

Note: Each library sets its own policy for cutoff dates. If your library does not have a pre-existing policy on patron expiration, 3 years is the default in Verso. When purging your patron system of expired accounts, your library administration should make a decision on how recent of an expiration you are willing to delete.

To change the expiration dates or delete expired patrons in large batches:

Circ Admin→Expired Patron Maintenance→From the Drop Down, choose whether you are deleting patrons or creating new expiration dates. Then, choose your parameter dates and which Patron Categories you would like to modify or delete.



Patrons with No Defined Home Location

When encountering statistics and reports that show a top section of “Not Defined,” attempts should be made to locate these patron files and correct them by editing their account.

For a list of Non-Defined Patrons:

Circ Reports→Run Reports→Patron Listing (run this report in Excel).

CircActivitybyPatronCategory - Mozilla Firefox

https://tenv-verso.auto-graphics.com/VersoStats/ReportResults/TranSummary.ashx?r=FPPTS&mode=M&parm=201703&myses=8319413&cuid=TENV&cusrvr=sqld013&pk=9542&formatType=1&ldfcol=&ldfd

Circ Activity by Patron Category Report for March 2017

Cannon County Library System (CANNON)

Library ID	Home Location	Patron Category	Checkouts	Renewals	Totals
CANNON					
	not defined				
		Adult	6	0	6
		SubTotal	6	0	6
		Adams Memorial Library			
		Adult	2992	493	3485
		Institution	67	3	70
		Juvenile	406	30	436
		Staff	2	0	2
		SubTotal	3467	526	3993
		Auburntown Branch			
		Adult	56	21	77
		ILL	2	0	2
		Juvenile	6	0	6
		SubTotal	64	21	85
		Total - CANNON	3537	547	4084

Note the Not Define Patron Home Location

In Excel:

Scroll to the far right, in the very last column gives Home Location. It may be helpful to delete the columns between the address and the Home Location to better fit the data on your screen.

Highlight the Home Location column, in the top right of the Excel Ribbon, choose Sort and Filter and place a filter on this column. Click the drop down arrow on the filter and choose only Not Assigned. This filter out all other patrons except those with no Home Location defined.

You will have to edit each patron individually in order to change their Home Location.

When running Circulation Reports, if you see a list of Not defined at the top of the report, it can also be that a staff member's account has no defined Home Location. Until you update the staff person's account, each circulation transaction he or she conducts will report under Not Defined.

CircActivitybyItemLoc - Mozilla Firefox

https://tenv-verso.auto-graphics.com/VersoStats/ReportResults/TranSummary.ashx?r=FLS&mode=M&parm=201703&myses=8319413&cuid=TENV&cusvr=sq013&lpk=9542&formatType=1&ldfcol=&ldfdesc=&lpkbase=

Circ Activity by Item Location Report for March 2017

Cannon County Library System (CANNON)

Library ID	Home Location	Item Location	Checkout	Renewal	Checkin	Shelved	Total
CANNON							
		not defined					
		Auburntown Branch					
		DVDs - DVD Collection	2	0	0	0	2
		Fiction - Fiction	2	0	0	0	2
		Non-Fiction - Non-Fiction Collection	1	0	0	0	1
		Young Adult - Fiction	1	0	0	0	1
		Subtotal	6	0	0	0	6
		Adams Memorial Library					
		Adams Memorial Library					
		Audiobook Area - Audiobooks on CD	33	7	36	5	81
		Audiobook Area - CD	13	4	16	0	33
		Children's Area - Board Books	17	3	15	3	38
		Children's Room - Easy Readers	207	39	192	9	447
		Children's Room - Fiction	139	34	132	4	309
		Children's Room - Junior Non Fiction	45	21	40	0	106
		Children's Room - Picture Book	8	1	11	2	22
		CIRCULATION - Reserves Shelf	93	0	88	18	199
		Computer Lab - Public Access Computer	630	0	634	50	1314
		DVDs - DVD Collection	1347	216	1366	82	3011
		Fiction - Amish Fiction	81	10	51	14	156
		Fiction - Christian Fiction	36	1	36	1	74
		Fiction - Fiction	324	66	292	24	706
		Fiction - ILL Collection	19	3	17	4	43
		Fiction - Western Fiction	23	0	20	0	43
		Large Print Area - Large Print	119	38	110	1	268
		Magazine - Periodicals	12	0	17	0	29
		Non-Fiction - Biography	17	3	14	0	34
		Non-Fiction - Non-Fiction Collection	245	59	212	14	530
		Non-Fiction - True Crime	6	0	8	0	14
		Paperback Area - Children's Paperbacks	3	0	3	0	6
		Paperback Area - Paperbacks	1	1	1	0	3
		Young Adult - Fiction	38	12	39	5	94

Note the Not Defined header.

